

Processes Documented by  
Region  
June 24, 1999

Item No.	Process	CIFM	1	2	3	4	5	6	7	8	9	10	NCR
1	Space Planning Function / Property Development					Y			Y				
2	<b>Federal Additional Space</b>	Y		Y	Y				Y	Y			Y
3	<b>Leased Additional Space</b>	Y			Y								
4	Space Allocation Function												
5	<b>Federal Initial Space Assignment</b>	Y		Y	Y	Y				Y			
6	<b>Leased Initial Space Assignment</b>	Y		Y	Y	Y		Y		Y			Y
7	<b>Federal Expansion, Reduction, Alteration &amp; Termination</b>	Y		Y	Y			Y					Y
8	<b>Leased Expansion, Reduction, Alteration &amp; Termination</b>	Y			Y			Y					
9	<b>Federal Alterations in Field Office</b>	Y		Y	Y				Y				
10	<b>Leased Alterations in Field Office</b>	Y		Y	Y								
11	<b>Vacant Space Verification</b>	Y		Y	Y	Y		Y	Y				Y
12	Space Requirement Development												
13	Space Identification/Acquisition												
14	<b>Federal Additional Space</b>	Y		Y	Y			Y					
15	<b>Leased Additional Space</b>	Y			Y								
16	Lease Management & Administration (PARS)					Y							
17	Assignment Data Development								Y			Y	Y
18	<b>Federal</b>	Y		Y	Y	Y							
19	<b>Leased / Field Office</b>	Y		Y	Y	Y							
20	Project Management (high level contracts)					Y		Y	Y				Y
21	<b>Federal Capital Project - Prospectus</b>			Y	Y	Y		Y	Y	Y			Y
22	Leased Capital Project					Y							Y
23	Federal Repair & Alteration Projects			Y	Y								Y
24	RWA Projects												Y
25	BA53 Projects												Y
26	BA54 Projects												
27	Buildings Management/Maintenance (Service call/PM)					Y		Y	Y				Y
28	Buildings Management & Operations												
29	Cleaning/Maintenance Services												
30	Technical Surveys												
31	Contracting								Y				
32	Business & Marketing												
33	Market Vacant Space												
34	<b>Disposal/Sale of Excess Real Property</b>	Y		Y		Y							
35	Strategic Marketing												
36	<b>Asset Management</b>	Y											
37	Business Planning												
38	Customer Liaison Processes												
39	<b>Federal</b>	Y											
40	<b>Leased</b>	Y											
41	Federal Protective Services (FPS)					Y		Y					

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43	Control Center - Security Functions												
44	Procurement							Y					
45	Construction Procurement												
46	Services Procurement												
47	Customer Satisfaction Survey					Y							
	<b>Notes/Action Items:</b>												
	1. The processes indicated have been documented--we will need to go through them and document all the sub-processes and identify the specific CIFM system "touches" and develop our training processes around those "touch" points.												
	2. The remaining processes must be completed including the subprocesses for the individual "leased" or "federal" classification.												
	3. We need to identify tangent processes such as "space classification" processes, quality assurance/control processes around each of these processes.												
	4. The combination of these processes will lead to the detailed plan that we will need to support the training methodology.												
	5. We need to transfer the completion of the documentation of the non-CIFM processes to the regions for their on-going definition activities.												